

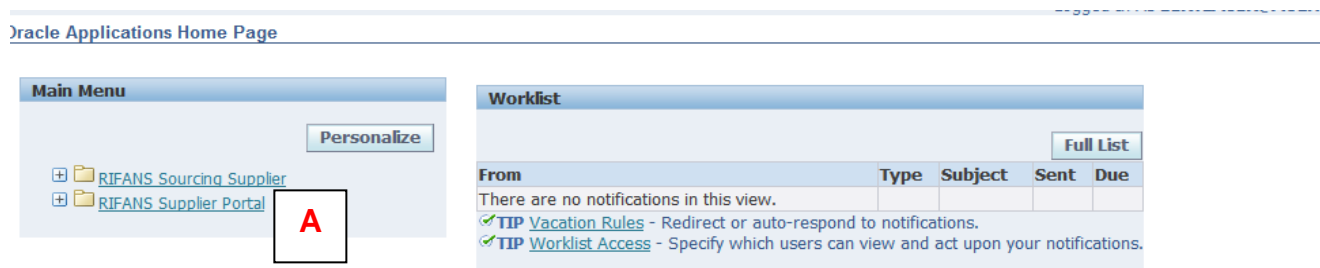
RIFANS Supplier Portal User's Guide

How to Navigate

Login

1. Click on the link provided in the registration email.
2. You may also gain access to the portal login page by typing <https://rifansportal.ri.gov> directly into your Internet Explorer or web browser address field.

The first time you log in, you will need the username and password that was sent to you by the State of Rhode Island in the email confirming your registration.



Click **RIFANS Supplier Portal** link to open the Home Page A (Shown on next page)

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Portal Home Page

The RIFANS Supplier Portal Home Page is the central repository for all supplier related data and functions. You can click on the information displayed on the Home Page to drill down to recent data and information related to Orders, Shipments, Receipts, and Payments. The percent sign (%) is used as the wildcard character in any search field within this application.

The screenshot shows the RIFANS Supplier Portal Home Page. At the top is a navigation bar with tabs for Home, Orders, Shipments, Admin, and Finance. To the right of these tabs are links for Navigator, Favorites, Home, Logout, Preferences, and Help. Below the navigation bar is a search section with a dropdown menu set to 'PO Number', a text input field, and a 'Go' button (labeled A). The main content area is divided into several sections. On the left, there is a 'Notifications' section (labeled B) with a 'Full List' button and a table of notifications. Below this is an 'Orders At A Glance' section (labeled C) with a 'Full List' button and a table of recent orders. On the right, there is a 'Quick Links' section (labeled D) with links to Orders, Receipts, Invoices, and Payments.

Subject	Date
You are invited: RFQ 7449273 (BOARD OF ELECTIONS - JANITORIAL SERVICES)	03-Jan-2012 15:24:47
You are invited: RFQ 7449348 (GENERATOR MAINTENANCE SERVICE - CCRI)	03-Jan-2012 10:12:26
Reminder: Please acknowledge intent to participate in RFQ 7449358 (IV ADMIXTURE SERVICES: ELEANOR SLATER HOSP. - CRANSTON UNIT AND ZAMBARANO UNIT)	01-Jan-2012 09:47:20
Reminder: Please acknowledge intent to participate in RFQ 7449349 (2.5 CUBIC YARD ELECTRIC SANDER FOR TRUCK - DEM)	31-Dec-2011 10:49:36
Reminder: Please acknowledge intent to participate in RFQ 7449351 (Restoration of the Eisenhower House, Newport, RI)	26-Dec-2011 15:28:46

PO Number	Description	Order Date
3259189	ARRA - 0042 - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY/11)	13-Dec-2011 09:55:48

- [Orders](#)
 - [Agreements](#)
 - [Purchase Orders](#)
- [Receipts](#)
 - [Receipts](#)
- [Invoices](#)
 - [Invoices](#)
- [Payments](#)
 - [Payments](#)

Quick Search at Top of Page

Use this field to directly view a specific purchase order, invoice, receipt or payment.

Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details Page. To see the complete list, click on the **[Full List]** button for each section.

At A Glance

This section lists the most recent items for each of those categories.

Quick Links

Use the Quick Links in the box at the right of the screen to link directly to desired functions.

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Using RIFANS Supplier Portal Tabs

The RIFANS Supplier Portal tabs are available on every screen and help you navigate to the various data screens. The relevant information from each tab is explained in detail later in this Guide.

- **Home:** Takes you back to the Home Page.
- **Orders:** Takes you to your POs and agreements.
- **Shipments:** View a summary of your receipts.
- **Admin:** Update your supplier and contact information. (**This tab is very important and should be setup first.)
- **Finance:** Enter invoices and credit memos and view the status of invoices and payments.

